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D Motor vehicle dept.

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Report

MEMORANDUM RE

DEPARTMENT OF MOTOR VEHICLES

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Prepared by

DETROIT BUREAU OF GOVERNMENTAL RESEARCH, INC.

April, 1919.

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MEMORANDUM RE

DEPARTMENT OF MOTOR VEHICLES.

The purpose of the Department of Motor Vehicles is to secure control over the use and cost of operation of the passenger motor cars operated by the several city departments.

Reliable current records of use and costs are necessary to secure this control, and for the successful operation of the department. In this connection it is recognized that the present records of the city government relating to the use and costs of passenger motor vehicles are of small value in serving the purpose of the Motor Vehicle Department.

The following procedure is designed for a department limited to the services of two persons:

1. Obtain from all departments, and boards of the city government a detailed report of passenger motor cars, wholly or partially maintained by appropriation of the City, used by each department in the rendering of its services. - Form A.

   The purpose of this report is to enable the Department of Motor Vehicles to collect all the facts pertaining to the passenger motor cars of the City so that the Department may have a fair basis for determining its mode of action.

2. Require (thru the Department Heads) that the driver of each car prepare a daily report of the use of the

car and to submit these reports weekly for an experimental period of one month. - Form B.

These reports should be analyzed and tabulated so that the Department of Motor Vehicles may have an actual record of the average daily mileage for business purposes. This information should be used when checking up monthly reports of mileage. From these facts the proper authorities will be able to determine the necessity of the car, and the proper place of storage.

3. Inspect all passenger cars to determine general physical condition, the kind of usage given, and whether used solely for city purposes, such inspection to be reported on Form D.

It is suggested that the Department of Motor Vehicles spend considerable time checking up the proper use of cars, and with discretion direct drivers in the proper handling of vehicles so as to get the greatest possible service.

4. Develop a procedure, depending upon the results of the study of facts collected on Form A and B, which will provide for the monthly reporting of the operating costs of each car.

This procedure should give costs, the miles per gallon, the cost per mile, number of days in use, total mileage, average daily mileage, and extraordinary items.

A simple and complete uniform system for keeping car and tire costs could be designed and installed to great advantage in all departments operating city cars. These records should be developed only after examination of all records now in operation in the departments. When the adopted records are finally

installed they should be currently posted by the departments for their own guidance, and subject to periodic examination of the Department of Motor Vehicles. It is suggested that these records be maintained by the several departments rather than by the Motor Vehicle Department in order to be more available for use, and because the Motor Vehicle Department has no appropriation for this work.

5. Secure from the several departments summary monthly reports of the operation of cars and transmit them to the Department of Motor Vehicles.- Form C.

The Department of Motor Vehicles should carefully examine these reports to ascertain excess mileage, high unit cost of operation, and determine the reason therefore. The field inspections of the Department should be used to check this analysis.

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6. Keep summary cost and mileage records for all passenger cars.

The monthly reports of the departments should furnish the information for the keeping of the continuing record of the cost of operating each car. This record will serve the Department of Motor Vehicles in correcting low mileage per gallon and high cost of operation. Monthly the Department of Motor Vehicles should file with the Mayor a report of the passenger motor cars of the city which are not being operated up to standard.

7. Secure from departments, and boards, a written report of any changes in the purpose for which the car is used.

The Department of Motor Vehicles being interested in the use of the car should

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ally owned vehicles

Private business institutions have found this practice to be economical. The embarrassment of driving a marked car evenings, Sundays, and holidays in and out of the city may stop trips at the city's expense. There are certain cars that because of the nature of their service could not be so marked

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Submitted by

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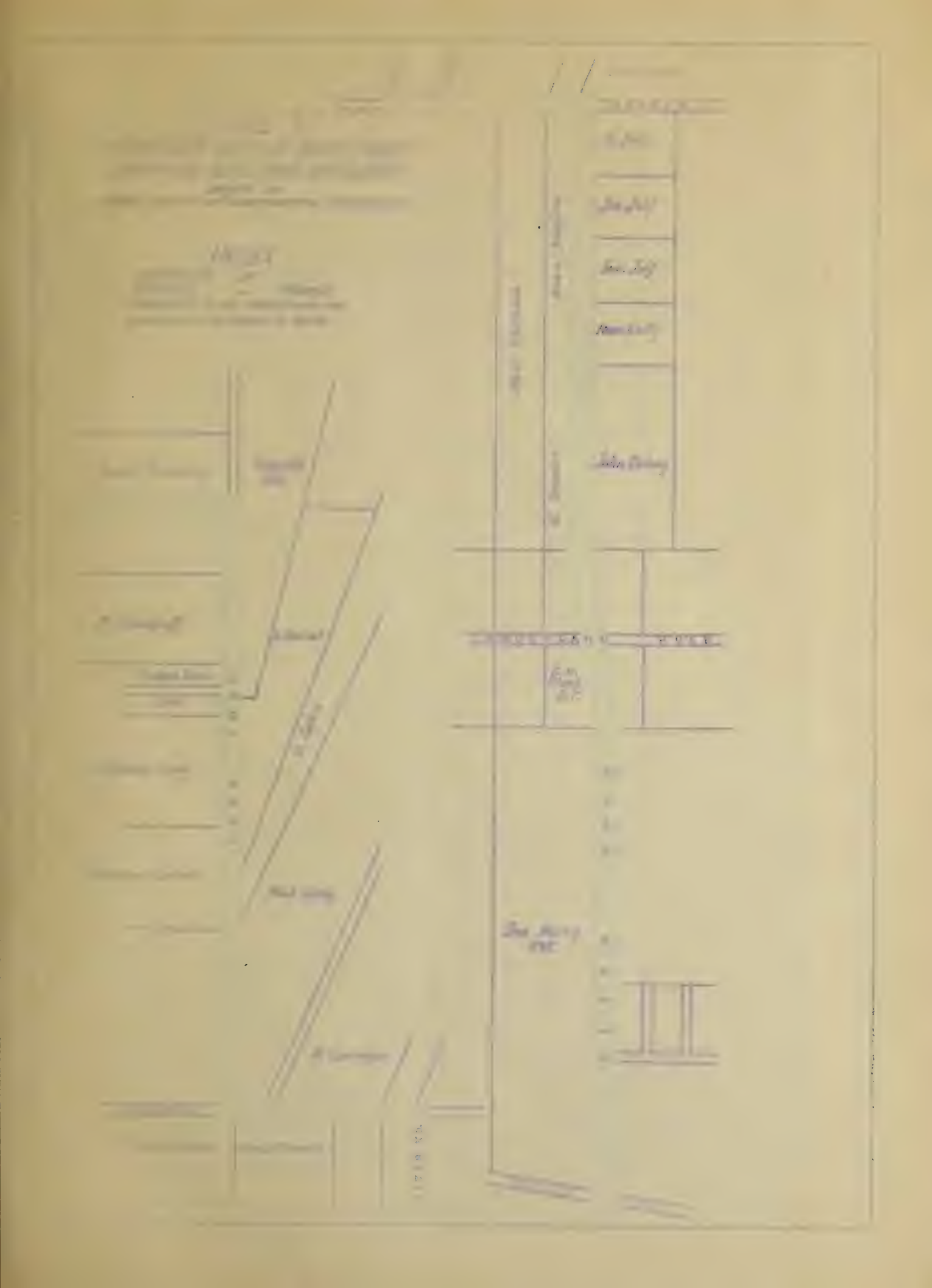

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